

HUMAN RESOURCES SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of entry-level professional, technical, and analytical work involved in the implementation and coordination of the City's Human Resources Department programs including recruitment, testing, and selection; classification and compensation; employee benefits, leave management; and other human resource related programs and special projects.

Supervision Received and Exercised:

Receives general supervision from supervisory and/or management staff. May exercise functional and technical supervision over technical and clerical staff.

Distinguishing Characteristics:

This is the entry level, professional class in the Human Resources Department. This classification is distinguished from the Human Resources Analyst and the HR Program Coordinator classifications by the performance of less complex duties and responsibilities including preparing routine job announcements, reviewing applications for employment, administering and scoring examinations, evaluating simple job audits, case managing FMLA, ADA and LTD issues, responding to internal and external salary and benefit surveys, and so on. Since this classification is entry-level, employees may only have limited amount of directly related work experience. The Human Resources Specialist differs from the Human Resources Technician classification by performing more complex work, which requires more independent judgment, and a broader knowledge and techniques of the professional human resources field.

Essential Functions:

Duties may include, but are not limited to, the following:

- Compose, analyze, and distribute internal and external salary and benefit surveys;
 coordinate the Job Information Management System (JIMS) information.
- Teach training classes for City employees on various issues, such as personnel rules and regulations, employee motivation, performance issues, equal employment

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opportunity, sexual harassment, diversity and cultural sensitivity, leave management, and employment compliance issues.

- Research, develop, and implement special projects for the department; assist in the administration of the pay for performance program; assist in creation and update of PeopleSoft modules.
- Coordinate assigned activities with other departments, outside agencies, and service providers.
- Respond to personnel-related requests and inquiries from City Employees and the public.
- Perform job related duties as assigned.

Benefits specific duties:

- Manage Mediflex claims processing; coordinate with payroll and other staff on deadlines
- Coordinate wellness program activities and internal marketing development
- Provide guidance to employees on health plan claims and general benefits questions; research and coordinate with Third Party Administrator complex claim issues.
- Provide support for retirement processing as well as retiree health programs

Leave Management specific duties:

- Effectively communicate, document, and process requests for protection under the Family Medical Leave Act ("FMLA") and determine eligibility for FMLA protection; monitor and track the leave usage of employees protected under FMLA; notify employees of their FMLA status; and request medical certification as needed.
- Case manage long term disability, Family Medical Leave Act and Americans with Disabilities Act issues in collaboration with supervisory and professional staff.
- Act as liaison between the employee and the employee's department management to coordinate FMLA/ADA/LTD activities.
- Knowledgeable of leave management as outlined in the Personnel Rules and Regulations, MOU agreements, and current practice; able to provide direction to supervisors and employees regarding leave.

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 Stay current with federal, state, and local laws in the areas of FMLA, ADA, LTD, and other leave related legislation; able to provide direction to supervisors and employees regarding these processes.

Recruitment / Selection and Classification / Compensation specific duties:

- Conduct routine job classification audits; prepare or revise job specifications and conduct compensation surveys.
- Coordinate routine recruitment activities with department personnel, including composing job bulletins and recruitment information; reviewing and evaluating applications and selection; prepare and maintain eligibility lists; and participate in interviews and advise panel members on the selection criteria.
- Counsel job applicants and employees regarding recruitment processes; respond to requests for information regarding personnel policy procedures, rules and regulations.
- Monitor and administer the Drug-Free Workplace and the Drug and Alcohol Testing for Commercial Drivers (CDL) License Holders procedures, including random, postaccident, reasonable suspicion, return-to-duty, and follow-up testing of employees; develop and maintain the Citywide policy for this program; ensure the City's compliance with Department of Transportation regulations, including monitoring and oversight of training; serve as first-line contact with the testing facilities; and prepare for audit reviews by state regulatory agencies.
- Assist in the preparation of market benchmark analyses to determine annual market position.

Minimum Qualifications:

Experience:

Two years of paraprofessional-level human resource experience.

Education:

Equivalent to an Associate's degree from an accredited college or university.

Licenses/Certifications:

Professional Human Resources certification is preferred, such as:

- PHR (Professional in Human Resources)
- SPHR (Senior Professional in Human Resources)
- IPMA-CP (Certified Professional in Human Resources)

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- CCP (Certified Compensation Professional)
- CBP (Certified Benefits Professional)

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 222

Status: Exempt / Classified